



16-19 Bursary Fund Policy

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There are 2 types of funding given by the Government for the academic year 2025 to 2026 for post-16 learners.

- 1. Care to Learn (C2L)** – provides funding for childcare to help young parents (defined as those aged under 20) continue in education after the birth of a child. The scheme provides funding for childcare whilst the young parent is engaged in a study program and is not able to provide care for their child.

Further information:

[Care to Learn Academic: conditions of grant funding year 2025 – 2026](#)

2. 16-19 Bursary

The 16-19 Bursary Fund is money the Government has given to local authorities, schools, colleges and other education and training providers (education institutions) to give to learners who need financial help to stay in education. Both types of bursary funding are designed to help learners overcome the individual financial barriers to participation they face and ensure they go to those who genuinely need them. Eligibility is based on the learner meeting residency requirements and assessment of the criteria. In some cases, a learner might meet the eligibility criteria for a bursary for vulnerable groups, but their financial

needs are already met and / or they have no relevant costs, therefore the bursary will not be awarded.

A learner must be aged 16 or over but under 19 on 31st August 2025 to be eligible for help from the Bursary fund in the 2025–2026 academic year.

There are 2 types of 16–19 bursaries:

- Vulnerable Bursary of up to £1,200 a year for young people in one of the defined vulnerable groups:
 - In care
 - Care leaver
 - In receipt of Income Support (IS) or Universal Credit (UC) in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them.
 - In receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right
- Discretionary Bursary that institutions (Westhaven) award to meet individual needs but do not qualify for a bursary for learners in vulnerable groups bursary.

The school is responsible for managing both types of bursary and proof of eligibility will be required.

At Westhaven, both bursaries are paid “in kind” to fund educational support for learners with essential costs of participating in the course who require it. The bursary can be used towards:

- Travel to and from school
- Specialist clothing (for example protective overalls)
- Individual and essential study guides, textbooks, equipment etc.
- Supporting the cost of field trips that are an essential part of achieving the learner’s study program goals and supporting the course objectives.

These are items the learner would otherwise need to pay for.

The bursary can be used for transport costs but does not replace the statutory transport duty local authorities have.

Receipts for expenditure and purchases made with bursary funding will be maintained by the school for audit purposes.

Discretionary bursary can also be used for:

- Meal support (number of students, number of days, value must be documented)
- Costs of travel / supporting travel to WEX placements, open days
- To buy essential books, equipment or specialist clothing

Bursaries are allocated on an individual basis and as such, monetary values may differ between learners. Every year, a percentage of the funding allocated for 16-19 bursaries is kept back for emergency funding to support learners whose family income changes during the academic year.

Where funding has been allocated to purchase school equipment such as textbooks for individual learners, we ask that these resources are returned to the school at the end of the course so it can be used again by another learner where appropriate.

Bursary funds cannot be used:

- To provide learning support – services that are given to students, for example counselling or mentoring
- To support extra curricular or non compulsory activities where these are not essential to the student's study program
- To support general household incomes / living costs
- In any way that would give a competitive advantage over institutions

Evidence Eligibility

In order for the bursary to reach those learners who are most in need in of financial support the following evidence of eligibility may be considered by the school:

- For learners in care or a care leaver – written confirmation of their current or previous looked after status from the relevant local authority.
- For learners in receipt of UC or IS – copy of their UC or IS which clearly states the learners name / confirms they are entitled to the benefit in their own right. Plus a household document in their name eg tenancy agreement, utility bill.

- For learners receiving UC and DLA and PIP – a copy of their UC claim from DWP and evidence of receipt of DLA or PIP.
- Distance to travel to school
- Number of dependent children in the household
- Participation needs of the learner
- Exceptional circumstances

For further information:

[16 to 19 Bursary Fund guide: 2025 to 2026](#)

Application Process

To apply for either bursary funding, parents / carers / learners will be asked to inform the school, complete the application providing photocopied evidence at the time of submitting. Learners must sign the application form.

 **Westhaven School 16-19 Bursary Scheme Application Form for the 2025 to 202...**

Failure to do so may delay the processing of the application. Westhaven will then apply to the Department of Education for the relevant funding.

Completed application forms and any proof of benefits or income are returned to the school office where they will be checked in the online system to ascertain whether the application was successful. The School informs parents / carers / learners if their application has been successful.

Funding claims will be submitted through the Department of Education portal. There are 3 windows, applications can be made for funding:

First window – 8th September to 12th November 2025 with payments made in February 2026

Second window – 5th January to 11th February 2026 with payments made in April 2026

Third window – 18th May to 1st July 2026 with payments made in September 2026

Funding window dates are subject to change. Westhaven will close applications a minimum of a week prior to the window closure to allow time to submit the application for the Department of Education.

The following eligibility checklist will be used by Westhaven for fund applications:

[16-19 Bursary Checklist](#)

The receipt of either the vulnerable or discretionary bursary does not affect other means-related benefits such as Child Benefit, Job Seekers Allowance or Income Support.

All applications are treated in the strictest confidence and information submitted is only used to confirm eligibility for a Bursary.

The 16-19 Bursary Fund is audited in line with the school's standard audit procedures.

The Bursary is conditional on the learner meeting the agreed standards of attendance and behaviour at Westhaven School.

Monitoring and review

This policy will be reviewed every year.

History of Document:

Version No.	Author / Owner	Date Reviewed	Approved by Governors on	Comments	Next Review Date
1	Zoe Payne/ P&F Comm	15/10/20	15/10/20		October 2021
2	Zoe Payne/ P&F Comm	21/10/21	21/10/21		October 2022
2.1	Zoe Payne/ P&F Comm	22/09/22	22/09/22		October 2023
2.2	Emma Wells	30/11/23	30/11/23	Minor amendments	October 2024
3	Emma Wells	15/09/24		Amendments inline with Government	October 2025

				Policy	
4	Emma Wells	29/10/25		Amendments in line with Government Policy. Inclusion of C2L Policy	October 2026